



# Washington Military Department

## JOB OPPORTUNITY

Recruitment # LL-04-002-OC LH

Open to the Public

### SECURITY GUARD 2 – ARMED

\$1873-2354 per month (Range 29)

*Assignment Pay \$2053-2586 (Range 33)*

Employees that are qualified and required to carry a firearm are paid at the basic rate plus four ranges.

#### LOCATION

This register will be used to fill vacancies with the Washington Military Department at Camp Murray (Tacoma 27.7) and Yakima (39.5).

#### DUTIES

Responsible for providing an armed security presence to protect State and military personnel, property, and operations associated with the Department's Mission and goals. Upon qualification, all Security Guard 2 positions at the Washington Military Department (WMD) are required to carry a firearm as part of their duties.

#### REQUIREMENTS

One year of experience as a Security Guard 1; OR

High school graduation or GED and two years of experience in areas of work such as: security guard, correctional officer or store investigations, or police officer, police reserve officer, military police, or other law enforcement work; OR

A certificate of completion in a basic law enforcement training program approved by the Washington Criminal Justice Training Commission; or a certificate of completion in a police or reserve police academy or military training program will substitute for one of the two years of required experience.

A valid driver's license is required.

#### WHO MAY APPLY

This recruitment is open to anyone who meets the requirements. The State of Washington is an equal opportunity employer.

Applicants currently on the register under recruitment number LL-02-011-OC, need not reapply.

#### HOW TO APPLY

Interested candidates should submit the following:

- 1.) Washington State job application;
- 2.) Self Assessment Certification/Exam Responses (Printed on this announcement)

Washington Military Department  
State Human Resource Office  
Camp Murray, Bldg #33  
Tacoma, WA 98430-5006  
(253) 512-7942

**PLEASE NOTE:** Your application will not be processed until all of the required forms are received.

This announcement is published by the Washington Military Department. Persons with a disability who need assistance in the application or testing process, or those needing this announcement in an alternative format, may call (253) 512-7942 or the Telecommunications Device for the Deaf (360) 753-5990.

Security Guard 2 (83602)

Opens: June 16, 2004  
Closes: Until Further Notice

## CONDITIONS OF EMPLOYMENT AND BACKGROUND INVESTIGATIONS

### **Are you willing and able to meet all of these employment conditions?**

If you cannot answer “yes” to all of these items, please do not apply because you do not meeting the eligibility requirements for these positions. Applicants are required to sign a Conditions of Employment form.

- Must be legally able to acquire and possess a firearm and ammunition, as well as, willing to carry and use the firearm in a safe and appropriate manner.
- Must successfully complete prescribed firearms qualifications training within the 6-month probationary or trial service period.
- Must be able to successfully complete mandatory follow-up training and annual weapons qualification requirements.
- Must possess a valid driver’s license.
- Willing to wear uniforms provided by the Department.
- Willing to obtain/maintain a current American Red Cross Standard First Aid Certificate or equivalent.
- Willing to work nights, weekends, holidays, overtime and on a callback basis.
- Willing not to use or be in possession of illegal narcotics or controlled substances while on or off-duty.
- Willing to be free from excessive alcohol consumption.
- This position is covered by a union shop provision. Candidates who are appointed are required to become members of the Washington Public Employees Association (WPEA), or arrange to pay to that union a fee equivalent to its regular monthly dues.
- A personal history and background investigation, including a polygraph exam and psychological testing, is required due to the nature and security requirements of these jobs. Applicants are required to complete and sign a WMD Personal History Statement” and “Waiver and Authority for Release of Information” form. You will not have access to any investigative materials and files. For information on how to obtain these forms, please see “How to Apply” on the front page of this announcement.

## SELF ASSESSMENT

All applicants have to certify that they meet the standards in this self-assessment of eligibility prior to completing their application packet. Inability to meet the standards below will disqualify you from consideration for an armed security guard position. If, however, you believe that you can provide an explanation that justifies a special review of your circumstances, you must attach a letter to this Self Assessment requesting waiver of the Washington Military Department’s standards. You will be asked to verify your responses through a polygraph examination. **UNTRUTHFUL RESPONSES WILL RESULT IN YOUR DISQUALIFICATION.**

1. Drug possession beyond the standards listed below. “Possession” is defined as control, touching, holding, selling or trafficking (transportation for sale) any illegal (non-prescribed) drug.
  - No possession of marijuana/hashish within the last 3 years. No possession of other illegal drugs within 10 years.
  - No possession of marijuana/harnish over 15 times, regardless of time frame. No possession in the last 3 years.
  - No combined possession of non-prescribed stimulants (amphetamine/methamphetamine) over 3 times. Stimulants include speed, retalin, crank, crystal, ice, etc. No possession in last 10 years.
  - No injection of amphetamines, methamphetamines, cocaine, heroin, barbiturates, valium, or clandestine crank.
  - No combined possession of hallucinogenic drugs (LSD, PCP, hallucinogenic mushrooms, etc.) over 3 times. No possession within last 10 years.
  - No possession of non-prescribed opiates/narcotics (heroin, morphine, etc).
  - No possession of cocaine over 3 times. No possession within the last 10 years.
  - No selling, offering to sell, or transporting for sale of any illegal drugs/narcotics, regardless of time frame.

### SELF ASSESSMENT (continued)

- No possession of non-prescribed drugs while employed or after having been employed in a commissioned capacity by a law enforcement agency, regardless of time frame, (including a military position with law enforcement powers).
  - No possession of anabolic steroids within the last 3 years.
2. No Felony Convictions (Convictions under the age of 18 may be considered on a case-by-case basis).
  3. No Misdemeanor Convictions involving theft, crimes of violence, larceny, moral turpitude, sex offenses, or controlled substances? (Convictions under the age of 21 may be considered on a case-by-case basis.)
  4. No Domestic Violence Convictions.
  5. No DUI, reckless driving, or hit-and-run Convictions within the last 3 years.

I certify that I have read and meet the standards outlined in this self-assessment.

\_\_\_\_\_  
Name (Print)

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

### EXAMINATION PROCEDURE

The following examination is an evaluation of your experience and training. We will mail your score to you, but we cannot tell you your ranking on the list of job applicants.

**Instructions:** Type or write your responses to these exam items directly on this form and attach it to your completed application. **The raters will score only those responses that contain the requested exam information.** Additional information will not be accepted after the closing date of this announcement.

**YES**    **NO**

- |      |      |   |
|------|------|---|
| ____ | ____ | 1. I have worked as a Security Guard 1 for one year.  |
| ____ | ____ | 2a. I have a high school diploma or a GED <u>and</u> two years experience working as a: security guard, correctional officer, police officer, police reserve officer, military police, or in store investigations or other law enforcement work.<br>Employer and location: _____<br>Dates employed: _____   |
|      |      | 2b. I have a high school diploma or a GED <u>and</u> one year experience in any of the above areas. I also have a certificate of completion in a basic law enforcement training program approved by the Washington Criminal Justice Training Commission OR in a police or reserve police academy or military training program. Name and location: _____<br>Date received: _____ |

### EDUCATION AND TRAINING: (Check YES or NO for each item)

- |      |      |   |
|------|------|---|
| ____ | ____ | 3. I have successfully completed a basic course (40 hours) in police supervision.   |
| ____ | ____ | 4. I have successfully completed through a college, workshop or seminar, or the Criminal Justice Training Commission an <b><u>eight hour or 1 day</u></b> course ( <b><u>not counted in #10</u></b> ) in the following: |
| ____ | ____ | a. Basic Supervision.   |
| ____ | ____ | b. Interviewing (for any purpose).  |
| ____ | ____ | c. Employee evaluations; documenting performance.   |
| ____ | ____ | d. Discipline or corrective action.   |
| ____ | ____ | e. Counseling.  |

- \_\_\_ \_\_\_ f. Time management.
- \_\_\_ \_\_\_ g. Affirmative action or workforce diversity.
- \_\_\_ \_\_\_ h. Scheduling or delegating.
- \_\_\_ \_\_\_ i. Rules of evidence or preserving evidence.
- \_\_\_ \_\_\_ j. Public speaking.
- \_\_\_ \_\_\_ k. Conflict resolution, dealing with the public or with difficult people, or similar type course.
- \_\_\_ \_\_\_ l. Self defense.
- \_\_\_ \_\_\_ m. Writing reports or writing for clarity.
- \_\_\_ \_\_\_ n. Defensive driving.
- \_\_\_ \_\_\_ o. Responding to emergencies.
- \_\_\_ \_\_\_ 5. I have supervised or been a lead for:
- \_\_\_ \_\_\_ a. Three employees for one year or more.
- \_\_\_ \_\_\_ b. Five employees one year or more.
- \_\_\_ \_\_\_ c. Five employees in physical security, police, or fire-fighting work for one year or more.
- \_\_\_ \_\_\_ 6. I have worked as a commissioned police officer.
- \_\_\_ \_\_\_ 7. Training:
- \_\_\_ \_\_\_ a. I have developed and/or conducted three different training courses of six hours or more each.
- \_\_\_ \_\_\_ b. The training courses were in basic police or security procedures.
- \_\_\_ \_\_\_ c. I am a certified instructor in basic police or security procedures.
- \_\_\_ \_\_\_ 8. I can type or use a computer keyboard with ease.
- \_\_\_ \_\_\_ 9. I have a current first aid or CPR card.
- \_\_\_ \_\_\_ 10. I have had EMT training within the last 5 years.

I declare that I have answered all of the above statements accurately. I understand that responses are subject to verification. Untruthful or misleading answers are cause for removal of my name from the register, or dismissal, if employed.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
E-mail Address (If Applicable)

**Keep a copy of your application and exam responses.**

**You may be asked to provide them if contacted for an interview.**